

MINUTES
HAMILTON COUNTY AIRPORT AUTHORITY
OCTOBER 2, 2008
Commissioners Courtroom
One Hamilton County Square
Noblesville, Indiana

President Silvey called the meeting to order at 6:30 p.m. with Secretary Rauch taking roll call. A quorum was declared present of Tom Kapostasy, Ted Moran, Don Silvey and Tim Tolson. Allyn Beaver was absent.

Approval of Minutes

Kapostasy moved to approve the minutes of September 4, 2008. Tolson seconded. Motion carried unanimously (4-0).

President's Report

Meetings

Silvey reported the Montgomery's have been trying to schedule meetings with the Zionsville School Board and they have all been cancelled.

Silvey and Dan Montgomery met with the Union Township Trustee, a Zionsville Town Council member and a Zionsville School Board member. The meeting was productive. They were informed that a consultant was hired to do a noise study and that study is basically complete but has not been finalized. The noise study is scheduled to be presented at the November Board meeting. [7:43] The Board concurred to extend an invitation to Ms. Jane Burgess, Zionsville School Board, to attend the November meeting.

Committee Reports

Community and Public Relations

Brad Gillum presented the final Market Research Phase II report along with the final invoices.

- Phase I collected and contacted 580 chief pilots and 108 dispatchers. Permission was obtained to use 200 E-mail addresses of the pilots and dispatchers. A web survey was sent out with a response from 22 pilots and two dispatchers.
- Phase II was telephone contact with the pilots and dispatchers. 109 pilot surveys and 28 dispatcher surveys were completed.
- 80% of the private jet flights are business related.
- Four (4) or more passengers are on each flight.
- Most trips are one to two days.
- Concierge services, rental car, conference facilities and amenities are very important in using the airport.
- 20 percent of the pilots reported their customers combine leisure travel with business travel. The travelers rely on the FBO (Field Base Operator) concierge service to make the travel arrangements.
- 13 percent stated their customers would consider staying an extra day to take advantage of unique leisure activities in Hamilton County.

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- The majority of the respondents stated the airports' proximity to the customers' final destination, services, amenities and capabilities of the airport and FBO were the determining factors of landing at an airport.
- The survey indicates the people are not aware of the Indianapolis Executive Airport facilities and the amenities that are offered. The next step would be to create that awareness.
- The final report has been sent to the Hamilton County Convention and Visitor's Bureau.

Site Development and Operations

Moran reported he attended Chamber of Commerce events in Fishers and Westfield, both of which were very productive. A presentation by CIRT (Central Indiana Regional Transportation Authority) was held by the Fishers Chamber of Commerce. CIRT is working with the Hamilton County Commissioners to run light rail lines on the existing rail lines from Noblesville to Indianapolis. One of the suggestions was to run service near Indianapolis Executive Airport (IEA) on existing right of way.

Indianapolis Executive Airport

- ILS is working and there are five (5) new approaches.
- Montgomery Aviation is participating in the Indiana Down Syndrome Foundation (IDSF) Buddy Walk on October 11, 2008. The Down Syndrome Fundraiser is set for June 13, 2009 at the airport.
- Montgomery Aviation will be attending the NBAA Conference in Orlando the week of October 6, 2008. Moran recommended for future conferences the Montgomery's contact the Governor's Economic Development Department for funds to promote central Indiana at the Conference
- Michelle Dannels will promote Eagle Flyers at the Senior Expo next month.
- Montgomery's will be attending the FBO Conference October 22-27, 2008.
- Lease rates have been paid at the 20% increase for the maintenance, east corporate hangar, Lear Hangar and the old terminal. The other leases will remain the same and will be changed in the next few years.
[7:42] *Tolson moved to accept the 20% rental rate increase for the appropriate leases. Kapostasy seconded. Motion carried unanimously (4-0).*
- Third Quarter report will be presented at the November meeting.
- Operating account balance is low and Montgomery's will hold off the overage payment until November.
- Airport signs on 146th Street and 421 have been stolen. It has been reported to the Boone County Sheriff and new signs have been ordered.

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- Montgomery Aviation and the Zionsville Merchants Association are hosting a safe "Trick or Treat" at the airport on October 31, 2008 from 6:00 pm to 8:00 pm.

Estoppel Agreements

Mr. Carl Winkler stated Montgomery Aviation is in process of changing banks and they will need Estoppel Agreements signed the third week of October. Winkler asked if the signing of the agreements could be approved pending review and approval by the Attorney? *Kapostasy moved to authorize the President to sign the documents with legal counsel's approval. Tolson seconded. Motion carried unanimously (4-0).*

Woolpert Engineering

Airport Approaches

- FAA Airport Diagram is not correct. Woolpert has prepared a letter on behalf of the Airport Authority requesting the FAA correct the approach charts. It should take one to two publication cycles to correct.

Master Plan

- A draft of the Master Plan Alternatives Chapter was distributed for the Board's review. This is in draft form and could change.
- The FAA has verbally accepted the Terminal Area Development Plan plan in concept. The largest concern was whether the taxiway could be built around the canopy; the FAA said it could be done but it has to be a taxi lane. Woolpert and the FAA are working on a formal approval before the Master Plan is submitted for approval.
- Snyder distributed an overview of the advantages and disadvantages of a typical general aviation aircraft (not commercial) weighing greater than 60,000 pounds and its impact at the airport. Silvey stated we are not looking at changing our fleet to make planes bigger; we are trying to sell fuel, service our fleet and not be a problem to anybody.

Local Projects

- Runway Crack Sealing is complete. The budget has not been exceeded. Another \$5,000 of repair is needed to complete the repairs to the taxiway. The contractor is prepared to complete the work if a work order or change order is approved by the Board. Snyder requested a motion to approve the additional work.
- Local Apron Lighting Quotes – low bidder was Quad-J, Inc. in the amount of \$18,175. Snyder requested a motion to award either this evening or at the next meeting prior to expiration of the quote.
- Electrical Airfield Site Inspection – Woolpert and Michiana have determined there are more significant electrical problems than realized. Problems exist with the cabling, the actual lights, the lighting protection

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system, and the regulator. There is a concern about trying to make the repairs in pieces, especially with the cabling. It would put more stress on the existing cabling and likely causing it to fail. It will cost approximately \$175,000 for the repairs only; estimate does not include inspection. Snyder requested approval to move forward with an emergency bid to complete the work this year. Three contractors are qualified to do the work, Quad-J, Inc., The Hoosier Company, and Michiana Contractors.

Silvey recommended approving \$190,000 (\$175,000 for construction costs and \$15,000 design costs) and the \$5,000 for runway crack seal repair. Snyder stated construction inspection should be done but the Board should make sure they receive a good set of "as built" on the project. The contractor will prepare red line drawings. Parts will need to be ordered and the focus is to get the cabling completed this year. Additional parts may take more time to arrive but they are not time sensitive to upgrade the system. *Kapostasy moved to declare an emergency in respect to this critical electrical equipment and to authorize the engineer to seek emergency bids from the three (3) contractors as listed, in an amount not to exceed \$190,000 with bids received October 17, 2008 and allow the President to do the bid evaluation and make the selection with recommendation of the engineer and consultant. Moran seconded.* Tolson asked if the contractors are qualified to perform the work? Snyder stated all of the contractors are qualified to perform the scope of work. Quad-J has recently re-wired all of Metropolitan Airport and Eagle Creek Airport. The Hoosier Company has worked at the Indianapolis International Airport and Michiana Contractors has done work throughout the State of Indiana at several general aviation airfields and work done at IEA. Snyder stated federal wage rates will be included in order to qualify for possible FAA reimbursement. *Motion carried unanimously (4-0).*

- Kapostasy advised to hold on the crack seal repair and the apron lighting.
- *Kapostasy moved to authorize Woolpert to prepare a contract in the amount of \$10,000 in professional fees in a good faith effort to complete and define the requirements of the cabling project to administer the bidding and begin any other work to expedite the start of this within our current agreement. Tolson seconded. Motion carried unanimously (4-0).*
- Airport Traffic Control Tower (ATCT) – FAA funding for control towers is hard to receive as they are a low priority. Non-primary entitlement money would have to be used with an estimated cost of \$1 million for a tower. The FAA recommended the group within the FAA that designs and constructs control towers. A letter from the Board requesting to be placed on the waiting list is required. The FAA estimates it would take 10 years

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before a study can begin. Moran disagrees that it will take 10 years for the FAA to react and recommended the Board send a request to the FAA. His concerns are for safety. Being placed on the list does not obligate the FAA to build the tower or the Board to buy it. Consensus of the Board is to ask Snyder to prepare the letter to the FAA for signature at the next meeting.

- FAA has done updates and mandates for approval of environmental projects for 2009, even design projects (federal or local). Woolpert has submitted a list of projected projects for 2009 to the FAA. The FAA may ask to narrow down the list and Snyder requested the Board continue to narrow down the list of projects for 2009.
- *Kapostasy motioned to approve payment of a Woolpert pay request in the amount of \$4,458.75 from their General Services contract. Tolson seconded. Motion carried unanimously (4-0).*

Bid Opening – Farm Land Lease

Mr. Mike Howard opened the bids for the Farm Land Lease.

- Cameron Farms - \$165.00/planted acre
- Charles Bailey - \$188.00/planted acre
- Artman Farms - \$251.00/planted acre
- Craig Kouns dba Kouns Ag - \$225.00/planted acre
- Coverdale Farm Partnership - \$141.00/planted acre

Tolson moved to refer the bids to Dan Montgomery and Mike Howard to prepare a contract with the highest bidder for approval and signature at the next meeting. Kapostasy seconded. Motion carried unanimously (4-0).

Secretary's Report

Kapostasy moved to approve the INDOT (Indiana Department of Transportation) Grant Amendment to AIP-13 and the INDOT Grant Agreement for AIP-15. Tolson seconded. Motion carried unanimously (4-0).

Rauch asked Board members to forward the renewal of Chamber of Commerce memberships (Carmel, Noblesville and Westfield) to her for payments as soon as possible.

Next Meeting

Next meeting will be held November 13, 2008 to begin at 6:00 p.m. for the regular business meeting and 6:30 p.m. for the presentation of the Noise Study.

Silvey adjourned the meeting. [7:44]

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Others Present

Scott Alexander, Boone County Representative
Mike Howard, Attorney
Chris Snyder, Woolpert Engineering
Dan Montgomery, Montgomery Aviation
Carl Winkler, Montgomery Aviation
Brad Gillum, Willow Marketing
Evan Kellum
Ashley Baughman
Travis Webb
Ben Scott
Andrew Sweet
Kim Rauch, Secretary

Approved

Attest

Don Silvey, President

Kim Rauch, Secretary

Date: _____

Date: _____